

**Submitted:** 6/25/2012  
**Jurisdiction:** Maryland  
**Agency:** Department of Health and Mental Hygiene  
**Division/Unit:**

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 359  
**MSA ID:** SE55-2488

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## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Fiscal Contracts - Paper	2376	6	FY 99- FY 02	17 cu ft.	06/07/2012	Shred
2	Corporate Credit Card Reports - Paper	2376	7	FY 05-FY 06	6 cu ft.	06/07/2012	Shred
3	Settlement Agreements - Paper	2376	11	FY 95-FY 03	35 cu ft.	06/07/2012	Shred
4	Financial and Accounting Files - Paper	2376	7	FY 98-FY 00	5 cu ft.	06/07/2012	Shred
5	IT Files - Paper	2376	8	FY 00-FY 02	5 cu ft.	06/07/2012	Shred
6	Wage Surveys - Paper	2376	7	FY 05	2 cu ft.	06/07/2012	Shred
7	Training Material - Paper	2376	13	FY 99-FY 00	6 cu ft.	06/07/2012	Shred
8	Administrative Coorespondence - Paper	2376	8	FY 90-FY 93	10 cu ft.	06/07/2012	Shred
9	Prchase of Care Contracts and Best Buddies - Paper	2376	6	FY 01-FY 04	1 cu ft.	06/07/2012	Shred
10	Children's Program - Paper	2376	12C	FY 01-FY 04	14 cu ft.	06/07/2012	Shred

### Destruction Certification

Walter Zerrlaut

**Signature**

DHMH Records Officer

**Title**

6/25/2012

**Date**